

**TOWN OF WATERFORD SANITARY DISTRICT NO. 1
MINUTES**

June 08, 2011

Commissioner Gerard called the meeting to order at 6:30 p.m.

Commissioners Present: Commissioner Gerard, Commissioner Santaga and Commissioner Block
Commissioners Absent: None
Also Present: Administrator Debbie Nelson; Operations Superintendent Norm Nelson; and
Western Racine County Sewerage District (WRCS D) Representative Lynn
Tamblyn

Printed Minutes:

Motion made by Commissioner Santaga, seconded by Commissioner Gerard to approve the Commission Meeting minutes dated May 11, 2011 as printed. Commissioner Santaga and Commissioner Gerard in favor; Commissioner Block abstained as she was not a Commissioner during this meeting. Motion carried.

Motion made by Commissioner Santaga, seconded by Commissioner Gerard to approve the Special Meeting minutes dated May 16, 2011 as printed. Commissioner Santaga and Commissioner Gerard in favor; Commissioner Block abstained as she was not a Commissioner during this meeting. Motion carried.

**Report from Western Racine County Sewerage District (WRCS D):
Presented by Lynn Tamblyn**

WRCS D Representative Tamblyn explained there is a vacancy on their commission due to the recent passing of one of their representatives. WRCS D Representative Tamblyn presented a handout and explained the contents recommending at this point it would be advantageous for the Commissioners to contact Racine County Executive Ladwig and request the vacancy be filled with a second representative for the District. Commissioner Block suggested in addition to writing a letter; all Commissioners individually make a telephone call to County Executive Ladwig. Motion made by Commissioner Santaga, seconded by Commissioner Block that a letter is written to County Executive Ladwig asking for consideration in the appointment of a second Western Racine County Sewerage District Representative to the District based on the data WRCS D Representative Tamblyn provided. All in favor. Motion carried.

Old Business:

Commissioner Santaga provided a municipal resume from the legal firm Arenz, Molter, Macy & Riffle, S.C. and Attorney John P. Macy's resume for the Commissioners review. Discussion ensued. Motion made by Commissioner Gerard, seconded by Commissioner Block to retain the legal firm of Arenz, Molter, Macy & Riffle S.C. in addition to requesting Attorney John P. Macy to appear at the next months meeting. All in favor. Motion carried.

Commissioner Santaga has been working on job descriptions for the commissioner positions. This item will be tabled to next month.

Commissioner Gerard said he reviewed the agreement from eZone Secretarial Services, LLC for grant writing and found several items he is not satisfied with. Commissioner Santaga and Commissioner Block questioned the \$1,600 monthly fee and expressed they would rather pay for services rendered than to enter into an agreement (contract). Discussion ensued. Commissioner Block, who is a trustee on the library board, stated the library director applies for many grants and she will research who does their grant writing and report back. This item will be tabled to next month.

The Commissioners reviewed a letter from Gary Hansen of the Diamond Group along with information regarding DiamondExpress. Commissioner Santaga spoke with Janice Thornberg who was the IT Manager for S.C. Johnson and she agreed to review the documentation and give her opinion if the Commission so desired.

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Commissioners Block and Santaga did not feel comfortable making a decision until obtaining Janice Thornberg's opinion in addition to obtaining pricing from other companies. This item will be tabled to next month.

New Business:

Commissioner Gerard explained he would like to see everyone be addressed with their title and then name. Motion made by Commissioner Santaga, seconded by Commissioner Block to implement a consistent basis of addressing those working for or representing the District with a reference of names and titles placed on the top of the agenda. All in favor. Motion carried.

Motion made by Commissioner Santaga, seconded by Commissioner Gerard to resign as Treasurer and appoint Commissioner Block as Treasurer. All in favor. Motion carried.

Motion made by Commissioner Block, seconded by Commissioner Gerard to appoint Commissioner Santaga as Secretary. All in favor. Motion carried.

The 2010 audit was not ready to be presented tonight. This item will be tabled to next months meeting.

Operations Superintendent Nelson presented the 2010 CMAR report. Motion made by Commissioner Block, seconded by Commissioner Santaga to accept Resolution 1103 Accepting the 2010 Compliance Maintenance Annual Report with the Wisconsin Department of Natural Resources NR 208. All in favor. Motion carried. Commissioners Gerard and Santaga signed Resolution 1103.

Administrator Nelson presented the Agreement entered into the 27th day of June, 1998 between the District and Town of Waterford referencing item 5(a) on page 3 pertaining to "Fire and Extended Coverage" which she read aloud. Administrator Nelson provided the square footage along with the insurance premiums paid by the District from 2006 to present explaining the Town has not been billed for their portion of the municipal insurance nor have we requested a Certificate of Insurance which our insurance carrier strongly advised having. Commissioner Santaga requested under the Commissioners direction, Administrator Nelson write a letter to the Town accompanied by any appropriate attachments requesting payment along with a Certificate of Insurance.

Administrator Nelson referenced page 2 item 4(3) of the Agreement entered into the 27th day of June, 1998 between the District and Town of Waterford pertaining to "Repairs and Maintenance" which she read aloud. Discussion ensued. Commissioner Santaga requested under the Commissioners direction, Administrator Nelson write a letter to the Town referencing the Agreement stating it is the Town's sole responsibility for repairs and maintenance of the leased premises. If the Town would choose not to do this and would rather enter into a maintenance agreement one can be drawn up.

**Monthly Operations & Maintenance Report (O&M):
Presented by Operations Superintendent Norm Nelson**

The roofing contractor was delayed in commencing work on the lift station buildings after he received thirty (30) year shingles instead of the fifty (50) year shingles he ordered. This error is being rectified and work will begin shortly.

All routine maintenance for the spring has been completed; lift stations are cleaned, everything is operational.

Manholes are being raised and seals replaced to prevent i&i and in preparing of the Town beginning their road repairs.

The upgrade to lift station 14A should begin in July.

Treasurers Report:

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Commissioner Santaga questioned if there is a report comparing current expenditures against the budget. Commissioner Block will bring in a report as a template.

Correspondence consisted of:

- WRCSD Agenda & Minutes

Administrator Comments:

Presented by Administrator Debbie Nelson

Digger's Hotline has implemented an additional charge of .25 for receiving tickets by fax; therefore a decision was made by Operations Superintendent Nelson and Administrator Nelson to begin receiving the tickets by e-mail to eliminate the additional charge.

A new page has been added to the District's website titled "Did you Know?" that will have bits and pieces of interesting information.

In anticipation of billing at the end of June, training has begun with Accounts Clerk Thompson on how to input payments which will help out considerably with the additional work load. Administrator Nelson stressed she would still like to see the issues that were brought up last month re-visited.

With the addition of two new Commissioners Administrator Nelson felt we now have a fresh start to begin moving forward with positive information and actions showing the District is running properly and squelching the rumors and misperceptions that has wasted so much time being in "defense mode". Administrator Nelson expressed we have hard working, dedicated employees that along with our new Commission will work together in making the District the best it has ever been.

Accounts Payable:

Motion made by Commissioner Santaga, seconded by Commissioner Block to approve the accounts payable. All in favor. Motion carried.

Motion made by Commissioner Santaga, seconded by Commissioner Block to adjourn at 7:58 p.m. All in favor. Motion carried.

Respectfully submitted,

Debbie Nelson
Administrator